

## **JOB POSTING**

### **Part-time Meal Service Coordinator**

August 15, 2014



**Meal Service Coordinator:** This position is responsible for overseeing food service and customer service at Ministry with Community, Inc. ("MwC"), a daytime shelter and resource center serving people who struggle with poverty, homelessness and mental illness.

**Hours:** 20-30 hours/week, Friday through Tuesday

#### **Requirements:**

1. Restaurant service experience, management preferred
2. Food Safety Manager Certification or ServSafe Certification preferred
3. Enthusiastic leader who has the ability to, and enjoys working with, a diverse population
4. Availability to work most weekends
5. Understanding and compassion toward people experiencing homelessness, poverty, substance abuse, and mental illness

**Core Competencies:** Must demonstrate competence in the following areas: Dealing with Ambiguity; Conflict Management; Delegation; Directing Others; Priority Setting; Time Management; Computer Competency (Microsoft Office, database experience).

#### **Responsibilities:**

- Oversee volunteers and staff before, during and after food service
- Train and orient new dining room volunteers
- Work with Volunteer Coordinator in scheduling volunteers
- Ensure staff and volunteers are adhering to the checklists and completing necessary tasks
- Ensure that members (those we serve) are given the highest level of customer service
- Have the mentality of running a full-service restaurant and all that is needed for that
- Have good relations with the kitchen staff and be able to correct things, solve conflicts as needed for a meal with positive energy, cleanliness, and great service to members and each other
- Work with Kitchen and Administrative staff to ensure proper inventory and equipment levels
- Track and record relevant meal service related data
- Maintain a healthy and clean food service environment in accordance with best practices and the health code

**Compensation:** \$11 - \$12 per hour commensurate with qualifications

This position has some special requirements including mandatory drug screening.

**To apply:** Please submit written letter of interest and resumé to Kelly Henderson, Associate Director, 440 N. Church Street, Kalamazoo, MI 49007 or email [khenderson@ministrywithcommunity.org](mailto:khenderson@ministrywithcommunity.org).

**Deadline:** August 29, 2014